

Core Skills Booklet

J. Mike Severino

*Pierce Transit, Bus Safety &
Training Supervisor
Lakewood, Washington*

Bus & Paratransit Conference



Key Presentation Take-Aways

- Standardized Training Documentation
- Scenarios: Paper documentation
- Efficiencies Gained



Student Scenario

Name

Instructor

Location

Hours

Bus Type
& #

Date

Daily Driving Standards Checklist
Use this two part form to track the student's progress during BTW training.

Student: <u>Test Student #000000</u>	Hours Driving: <u>4</u>
Instructor: <u>Mark, Jeff, John, Rene, Sue, Krista</u>	Bus Model: <u>Gillig</u> Bus #: <u>250</u>
Location: <u>500 route</u>	Date: <u>03/7/2018</u>

	Check One				Check One		
	P	F	N/A		P	F	N/A
1. Pre-Trip Inspection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Overtaking and Passing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Seat Adjustment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Lane Changing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Minor Adjustment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Pedestrian/Bicyclist Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Use of Accelerator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Special Driving Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Use of Signal and Horn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Limited Visibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Use of Brakes and Anticipated Stops	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Post-Trip Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Defensive Driving-LLLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Commentary Driving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Following Distance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. ADA Announcements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Straight Forward Driving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Lift Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Straight Backing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. Wheelchair Securement/Passenger Restraint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Right Turns	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28. Air Brakes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Left Turns	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operation Specific /Local Requirement-Write Out	P	F	N/A
13. Crossing Intersections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Crossing Railroad Tracks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Narrows Bridge/Underpasses/Restricted Hts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Service Stops	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Entering Traffic/Merging	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

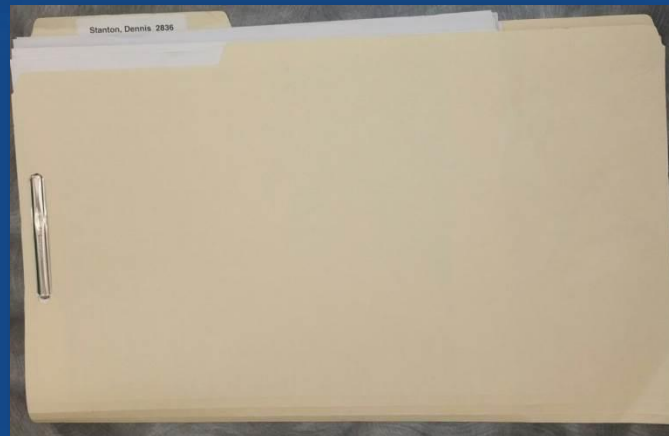
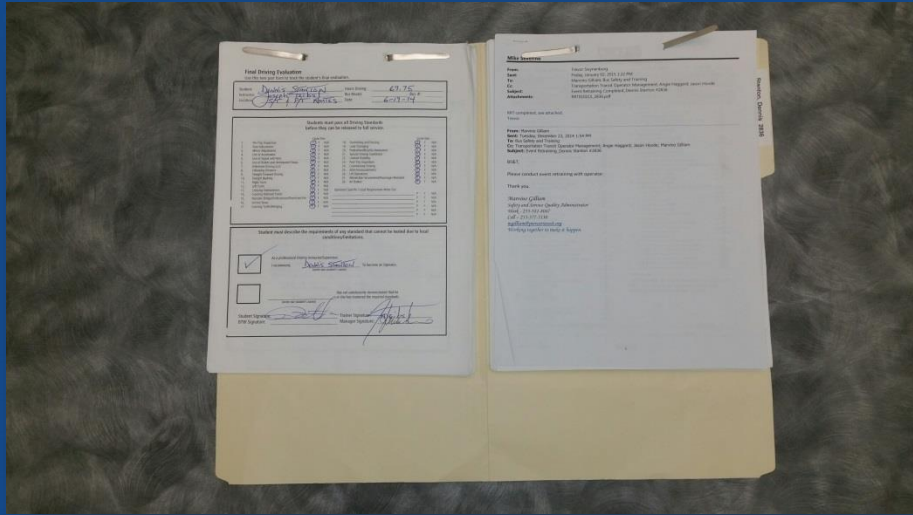
Standards	Comments
8	EXAMPLE Stop at a safe distance behind other vehicles. Stopping back from the vehicle in front improves your visibility and gives you space and options if something happens. The vehicle in front may roll backor stall, requiring a dangerous maneuver such as backing the bus to move around the vehicle. Having space will give you room to maneuver safely. It also prevents you from running into the vehicle in front in case your bus is rear-ended.
12 times 2	Core Skills 2015 Page 16 Paragraph 5
19	Core Skills 2015 Page 29 Paragraph 4

Student Signature: _____ Trainer Signature: _____

Efficiencies Gained

- Employees speak same language around training
- Better to have common language in court of law
- Core Skills used in later phases of training
- Mentorship phase
- Estimated Cost Savings in Instructor OT at \$61,000 per year

Reduce Your Paperwork



Reduce Your Paperwork

